Position Inventory Number:	PD0234
Classification Specification:	
Classification Description:	EVIDENCE TECHNICIAN SUPERVISOR
Position Description:	EVIDENCE TECHNICIAN SUPERVISOR
Salary Range:	AF32
Incumbent:	
Location:	POLICE EVIDENCE SECTION
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GENERAL PURPOSE:

Under the direction of Support Services Manager, collect, preserve, catalog, store and dispose of materials and property seized as evidence for criminal prosecutions; process crime scenes, produce and maintain related records and files.

REPORTS TO:

Support Services Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide supervision, training and assignment of work to Evidence personnel; evaluate quality of work and complete performance appraisals.

Process crime scenes using a variety of cameras, instruments and other equipment in the search for and collection of evidentiary items; recover latent fingerprints; photograph scenes; document scene measurements for sketches; and package items preserving evidentiary integrity for criminal prosecutions

Produce scene sketches using a variety of instruments, equipment and software

Submit detailed case report supplemental narratives documenting thoroughly and clearly scene conditions, actions taken, and evidentiary items collected

Testify in court regarding crime scene procedures and the preservation, analysis and integrity of evidence presented in criminal proceedings

Examine marijuana leaves and samples, document findings; identify marijuana as a court expert in drug-related prosecution

Keep the crime scene van equipped and in good working order; inspecting and restocking supplies and decontaminating equipment

Transport evidence for laboratory examination, documenting locations and chain of custody as required by law

Transport evidence from substations to station for entry into Evidence

Manage biohazard function for Police and Correctional Facility.

Assist the Evidence Custodian in receiving, labeling and cataloging materials, property and other items seized as evidence for criminal prosecutions or safekeeping

Prepare and maintain comprehensive records and reports related to the collection, preservation, location and disposition of evidence

Attend seminars and related meetings to increase skills in crime scene management, forensic techniques and practices

Maintain current knowledge of departmental policies and legal requirements governing the collection, preservation and disposition of evidence

Dispose of evidence and found property in accordance with established policies and legal requirements; release to court, return to owner; prepare for auction, appropriate, donate, destroy or otherwise dispose

Conduct training for department personnel in areas of Evidence and biohazard requirements. Conduct public presentations on evidence and crime scene processing

Stock and maintain the evidence processing rooms used by detectives and patrol officers; order supplies and equipment as needed; maintain evidence storage areas in a neat and orderly condition

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Federal, state and City laws, rules and regulations
- ACCESS A Central Computerized Enforcement Service System
- WASIS (Washington State Identification and Criminal History Section); WACIC (Washington Crime Information Center); NCIC (National Crime Information Center);

and FBI (Federal Bureau of Investigation)

- Department of Licensing and Kent Police Department Records Management System
- Computer software –Acorde
- SCOMIS (Superior Court Management Information System) and DISCIS (District and Municipal Court Information System); DSHS (Department of Social and Health Services) Mental Health Division; King County Mental Health Professionals; Kent Police Department Policy and Procedures Manual; WSP (Washington State Patrol) Crime Labs; King County AFIS;
- Court orders; case reports; attorney and citizen correspondence

SKILLED IN:

Oral and written communication.

Technical aspects field of specialty.

Record keeping techniques.

Correct usage of grammar, spelling, punctuation and vocabulary.

Appropriate methods of storing equipment, materials and supplies.

Applicable computer software and equipment.

Training and supervising assigned personnel.

Operating personal computer and related software.

Presenting testimony and expert opinions in court.

Processing and disposing of evidence in accordance with legal requirements and department policies

Maintaining records and preparing reports.

Establishing and maintaining cooperative and effective working relationships with others.

ABILITY TO:

Understand and follow oral and written directions.

Type 25 words per minute proficiently.

Operate personal computer and office equipment.

Collect, preserve, label, catalog and store evidentiary items for presentation in criminal proceedings.

Climb, stoop, kneel, bend, walk, run, crawl, etc. in collecting crime scene data.

Working independently with little direction.

Lift, move, carry, and store boxes and supplies up to approximately 50 pounds.

MACHINES, TOOLS AND EQUIPMENT USED:

Operate a variety of equipment including but not limited to cameras, lenses, other photography equipment; an Argon Laser alternate light source; generator; auxiliary lighting; Nikon Laser Total Station; metal detector; two-way radios; portable tent; awnings, and screens; tape recorder, cell phone, and pager. Operates motor vehicles including evidence truck and crime scene van. Uses personal computer to sketch software including AIMS,

Chief Architect, Crime Zone; printer, telephone, fax machine, copier, calculator, heat sealer.

Uses a variety of products and materials for collection of evidence and crime scene processing including, but not limited to, fingerprint powders, presumptive blood testing strips, casting materials, gasoline, chemical reagents used to determine presence of cannabinoids in suspected marijuana; and common cleaning solutions, antimicrobial cleaners, bleach, and commercial bactericidal, virucidal, fungicidal, and tuberculocidal surface decontaminant cleaners for biohazard decontamination, as needed.

Uses a variety of power and hand tools including but not limited to drills, saws, hammers, box cutters, and other miscellaneous small tools. Also uses ladders, a handcart and an appliance dolly, and a stereomicroscope for examination of suspected marijuana.

PHYSICAL DEMANDS:

This position requires specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. It also requires manual dexterity and ability to handle and operate tools and equipment listed above. At times required to climb and balance, stoop, kneel, crouch or crawl; lift and/or move heavy objects. At times requires long periods of standing and/or working in every weather condition at all hours of the day or night. Requires long periods of focused concentration and sitting while utilizing a computer/keyboard. The ability to hear, particularly in outdoor crime scenes is essential for safety. This position requires the ability to tolerate heights, confined spaces, and unusual and offensive odors related to crime scenes and evidence. The employee must occasionally lift and/or move more than 50 pounds.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: A high school diploma and two years experience in photography, fingerprint and crime scene processing.

LICENSES AND OTHER REQUIREMENTS:

Washington Crime Information Center (WACIC) certificate within one year of employment. Must possess or have the ability to obtain a valid Washington State Driver's license at time of hire, necessary to perform field work;

Be 21 years of age at date of hire in compliance with liquor and handguns laws Be certified for marijuana analysis within one year of employment.

WORKING CONDITIONS:

May be required to respond during non-duty hours to handle evidence related functions.

Subject to call-out, required to carry a pager. Office environment with outdoor exposure subject to varying terrain including rugged and hazardous conditions. Subject to exposure to hazardous chemicals, materials and noxious odors from the processing, recovery and storage of evidence.

Incumbent's Signature	Date
Supervisor's Signature	Date
Department Director's Signature	Date
Employee Services Director/Designee's Signature	Date
Approval: Civil Service Chair	Date

Note: This position will be reviewed and updated annually at time of employee performance appraisal; when position becomes vacant; or, if position duties are changed significantly.

revision history: 11/96; 10/96; 8/96; 8/94